

The name of the organization is “***The Mayor's Advisory Council for Persons with Disabilities.***”

For the remainder of this document, the name *The Mayor's Advisory Council for Persons with Disabilities* shall be referred to as "Council" or "The Council".

ARTICLE I PURPOSE

The primary mission of the Council is to advise the Mayor of Shreveport on issues concerning citizens with disabilities.

The council will have NO legal or voting power and will exist at the pleasure, request and support of the Mayor of Shreveport.

ARTICLE II OFFICERS

There will be three officers of the Council: President, Vice President and Secretary. The **President** will conduct meetings and send necessary information to keep members of the council informed. The **Vice President** will conduct all business in the absence of the President. The **Secretary** will record the minutes and distribute them to all members within a reasonable time after each meeting.

These officers shall be elected by a majority of the membership at the January meeting. The President will select a nominating committee (3) at the October meeting. Nominations by the committee will be presented at the November meeting. The persons elected shall begin their duties at the January meeting.

Only a holiday social will be held in December. If a meeting is necessary, the President will notify the members. Meetings may be cancelled at any time by a majority vote of the council.

ARTICLE III MEMBERSHIP

Membership on the council is open to anyone, Nominations will be sent to the Mayor's officer for approval.

ARTICLE IV ATTENDANCE

Member organizations/and individual members are expected to attend or send a representative to the meetings.

ARTICLE V QUORUM

Two thirds of members in attendance shall constitute a quorum.

ARTICLE VI REASON FOR REMOVAL

Any Council member or Officer can be removed from the Council for the following reasons:

- a. Failure to perform duties
- b. Conduct which is injurious to the Council or its purpose
- c. Absence from three consecutive regular meetings of the Council without a valid reason.

The Secretary will mail a letter of notification after a member has missed three meetings.

ARTICLE VII TERMS OF OFFICE

Terms of the President, Vice President, Secretary and committee chairs can be renewed at the will of the council. Term limits of committee chairs are open ended. An officer or chairperson is required to give written notification to the President when resigning.

ARTICLE VIII COMMITTEES

The Council to address any appropriate issues may create Committees. New Committees must be approved by a vote of the membership.

ARTICLE IX STANDING COMMITTEES

Standing committees are as follows:

- 1. NEW BUILDINGS & OCCUPANCY COMMITTEE**
- 2. PUBLIC AWARENESS & PUBLIC RELATIONS COMMITTEE**
- 3. EMPLOYMENT COMMITTEE**
- 4. PARKING COMMITTEE**
- 5. RECREATION COMMITTEE**
- 6. TRANSPORTATION COMMITTEE**

ARTICLE X REPORTS

Activity reports will be given each meeting by the committee chairperson. If the Chairperson is not able to attend an alternate member should be asked to give the report. Written reports are requested.

ARTICLE XI MEMBERSHIP ON COMMITTEES

Membership on committees may include Council members and any other persons that the Chairperson selects to assist with that committee. Members may serve on more than one committee, but Chairs will be limited to one committee.

ARTICLE XII PARLIAMENTARY PROCEDURE

The meetings shall be conducted in accordance with Roberts Rules of Order. A motion requires a second, discussion and a vote by the membership. The majority will rule. A paper ballot may be used if requested.

MISSION STATEMENT FOR ALL COMMITTEES:

NEW BUILDINGS & OCCUPANCY COMMITTEE

The function of this Committee is to promote adherence to guidelines for accessibility to places of public, private and commercial facilities by individuals with disabilities. These guidelines are to be applied during the design, construction and alteration of such buildings and facilities as required by ADA regulations.

PUBLIC AWARENESS & PUBLIC RELATIONS COMMITTEE

The function of this committee is to utilize all forms of media to inform the public about disability issues. From thirty-second PSA's to news articles and programs, it is the objective of this committee to keep the public informed of new developments and initiatives that enhance the independence of individuals with disabilities.

EMPLOYMENT COMMITTEE

The function of this committee is to advocate for the inclusion of people with disabilities in the work force by educating and informing the public of local, state and national issues related to employment.

HANDICAPPED PARKING COMMITTEE

The function of this Committee is to increase access to handicapped parking places in our city and to educate the public about the rights and responsibilities of parking in designated parking spaces.

RECREATION COMMITTEE

The function of this committee is to meet the needs of people with disabilities by focusing on reintegration, restoring and increasing leisure skills, awareness and participation.

TRANSPORTATION COMMITTEE

The function of this Committee is to advocate for transportation accessibility for people with disabilities equal to that available to other passengers in the community.